



**Financial and Administrative Service Department**  
**Purchasing Office**  
PO Box 1088, Austin, Texas, 78767

October 29, 2007

**VENDOR** Alliance Work Partners  
**Contact Name** Terrence Cowan  
2525 Wallingwood Dr., Bldg. 5  
Austin, TX 78746

Dear Contact Name: Mr. Cowan,

The Austin City Council approved the execution of a contract with your company for an Employee Assistance Program in accordance with the referenced solicitation.

Responsible Department:	Human Resources
Department Contact Person:	Russell Nash
Department Contact Email Address:	Russell.nash@ci.austin.tx.us
Department Contact Telephone:	512-974-
Project Name:	Employee Assistance Program
Contractor Name:	Alliance Work Partners
Contract Number:	NA070000184
Contract Period:	09/01/07 - 10/31/08
Contract Amount:	\$174,350
Extension Options:	Two 12-month terms
Requisition Number:	RQM 5800-070022800540
Solicitation Number:	RML0003
Agenda Item Number:	27
Council Approval Date:	08/23/07

A copy of the contract/purchase order will be forwarded by mail.

Thank you for your interest in doing business with the City of Austin. If you have any questions regarding this contract, please contact the person referenced under Department Contact Person.

Sincerely,

Rosemary Ledesma  
Supervising Senior Buyer  
Purchasing Office  
Finance and Administrative  
Service Department

cc: Russell Nash, HRD